

FINAL FILING DATE: UNTIL FILLED
STATE COASTAL CONSERVANCY

SCC

JOB ANNOUNCEMENT

ACCOUNTING TECHNICIAN

\$2551.00 - \$3103.00

OR

ACCOUNT CLERK II

\$2286.00 - \$2781.00

(LIMITED TERM – 12 months)

1330 BROADWAY, SUITE 1300
OAKLAND, CA 94612-2530

The State Coastal Conservancy, located in Downtown Oakland above the 12th Street Bart station is recruiting for an **Accounting Technician/Account Clerk II (Limited Term – 12 months)**. This limited term position is a good opportunity for a self-motivated, organized individual. The position may be extended to permanent full time.

The **Accounting Technician/Account Clerk II** performs a variety of specialized accounting work in the establishment and maintenance of contract accounts and other records. Good attendance, punctuality, dependability, flexibility, and ability to work well and closely with others are essential.

DESIRABLE QUALIFICATIONS:

- *Knowledge of CALSTARS
- *Maintain vendor table in CALSTARS
- *Audit invoices and process claim schedules
- *Process and update closed contract lists
- *Record keeping for EDP, equipment, and other expenditures
- *Issue travel vouchers
- *Open and date mail for accounting unit
- *Experience with Microsoft Excel/Word

ELIGIBILITY:

Current state employees, lateral transfers, eligibles on a current list for **Accounting Technician/Account Clerk II** and SROA/Surplus eligibles are encouraged to apply.

FINAL FILING DATE:

Applications and/or resumes will be accepted until the position is filled. Interviews will be scheduled as applications are screened.

CONTACT: MAIL APPLICATION/RESUME TO:

State Coastal Conservancy
1330 Broadway, Suite 1300
Oakland, CA 94612-2530
Attention: Cindy Martin, Personnel Officer

Questions regarding the position may be directed to Hong Truong, Accounting Administrator I at (510) 286-4015 or Cindy Martin, Personnel Officer at (510) 286-4340.